Drupal Training Series: Getting Started with your New Drupal 7 Site

Instructor: Gregory Altuna, Web Services, UNT University Relations, Communications and Marketing

1. How to log in to the site - https://YOURSITE.unt.edu/user

2. Admin Menu
   a. Basic functions within Drupal
      i. Flush
      ii. Content
      iii. Structure
      iv. Appearance
      v. People
      vi. Modules
      vii. Configuration
      viii. Reports & Help
   b. Shortcuts menu
      i. How to add/remove items

3. Preparing your Main Menu
   Go to Structure > Menus. Click the “add link” button for the Main menu. Create a formal “Home” button that links to <front>. ANY time you use <front> in Drupal, it will behave as a link to the front page. We’ll talk more about Menus later.

4. Preparing your blocks
   Go to Blocks (Structure > Blocks) and disable all blocks but the blocks listed below. These are the only ones you need to start your site and get it going properly and cleanly from the onset.
      i. Main menu
      ii. System help
      iii. Workbench information
      iv. Main page content

5. Site Information
   The first thing you should do is go and fill out your site’s crucial information (Configuration > System > Site information)
      a. Site Name - should be your specific department/college/group/institution
      b. Slogan - not needed, it does not print anywhere on the screen, although it IS stored in the database you should leave this empty
      c. E-mail address - not your boss, manager, vp, etc. This is for the main contact/person responsible for taking care of the website.
      d. Parent College/Department
         i. Name - no default
         ii. Link - no default; be sure to use “http://” or “https://”, at the very least use “/” as a wildcard. The browser should automatically pick the appropriate prefix.
      e. Footer Location Information
         i. Physical location - what’s the address of your building?
         ii. Google Maps Link
            1. Go to Google maps
            2. Type in your address
3. Copy the web address from the address bar in your browser
   iii. Address 1, Address 2, City, State, Zipcode - this is your mailing address
   iv. Phone Number(s)
   v. Email Address(es)
   vi. Social Media - explain about defaults
f. Front Page
   i. Talk about returning here after the first page is created.
   ii. Do NOT use the default home page that is installed with your site. We are building a module that will create an actual "page/node", but you do not have that.
   iii. Once you have created a page (Content > Add content > Basic page), and give the page a specific URL (like your-department-name), you should put that URL here in this field.
g. Error pages
   i. Unless creating specific error pages, the default Drupal error pages should suffice

6. Creating your first page
   a. The front page you see when you visit your site for the first time is not editable, it’s what we call an “entity” and so you cannot edit it as you would a normal “page”. You can place blocks via the Blocks user interface, UI, but you should wait until you’ve created an actual page to do any block placement.
   
   b. Go to Content > Add content > Basic page
   
   c. The Basic Page
   i. Title
   ii. Body vs Section Panel
      1. Strongly urge you learn the rudiments of HTML typography and use the . The basic tags you need to build your content:
         a. <p>
         b. <h1> - <h6>
         c. <ul>, <ol>
         d. <strong>
         e. <a href="#">
         f. <em>
         g. <u>
         h. <span>
         i. <img>
      2. Encourage use of Internal Grid… there will be a class on this subject later. There is no built-in method for creating pages like you see on www.unt.edu or drupal.unt.edu
   iii. Advanced Layout Options
      1. Remove the primary container to allow full-width layouts
      2. Adjust the Page Title’s gutters for wide layouts
      3. Hide the page title
   iv. Manual CSS
      1. Auto wraps <style> tags around, puts in the header
   v. Menu settings
      1. Provide a menu link
      2. Menu link title - how it shows up in the menu
3. Description - good for SEO, and for screen readers or those that might need extra assistance in understanding what the link goes to. ALWAYS best to have a short, but contextual link label.

4. Parent item

5. Weight - Good way to set initial placement in the menu. You can also re-arrange by dragging the order of menu items via the Menu user interface, UI, admin page. We’ll get to that later.

vi. Revision information - WHY it’s a good idea to create a revision for changes to your page.

vii. URL path settings
   1. Uncheck Generate automatic URL alias if you’d like to create a better URL
   2. Contextual, but short address using dashes (-) and not underscores (_) is best practice.
   3. All lower case is best practice

viii. Authoring Information
   1. Not printed, by default, on basic pages.

ix. Publishing options
   1. Published vs NOT published
   2. Promoted to front page - does not mean that the content automatically becomes your front page. It serves as a variable that can be used in Views (talk about much later) and other modules/functionality.
   3. Sticky at top of lists - does not mean that it will automatically keep your content at the top of lists, again this serves as a variable for use by other modules and functionality.

7. More on Menus
   Overview of all menus is located at Structure > Menus
   a. list links - shows you the links that are in the menu. Provides edit and delete options.
      i. Notice the “+ Add link” button at the top of the page. This is one way to manually add links to menus.
      ii. Enabled - allows you to turn the link visibility on and off.
      iii. Operations - you can edit the individual link or delete it all together
         1. Edit
            a. Menu link title - this is the label that is displayed in the menu
            b. Path - must be a valid path. The system automatically validates that it is a real link. If you are trying to create “jump” or “anchor” links, you’ll need to first link to the page, then edit it again and add your “#anchor” to the link.
            c. Description - you can add a contextual description to help those with screen readers or that may require additional information.
            d. Enabled - determines if the link is visible in the menu or not.
            e. Show as expanded - this is for if you have sub-menu items. If you have sub-menu items… especially in the main menu… you must have this option selected in order for the drop-downs to function.
            f. Parent link - This determines which menu you are putting the link into.
            g. Weight - this is the link’s “order” in the menu. If you prefer, you can visit the “list links” page for the menu, and drag and drop to re-order the links manually.
b. edit menu - allows you to rename the menu and provide a brief description that shows up only in the admin interface.

c. add link - this link is also available if you click the “list links” link.

8. **Setting up Text Formats**

   Text formats are configurable. If you’re more comfortable with Plain text and coding Full HTML, you can create a new Text Format. If you happen to prefer Filtered HTML with the WYSIWYG editor, you can move it’s position in the listing.

   a. Create a new Text Filter
      i. Go to Configuration > Text Formats
         1. Click **Add text format**
         2. Name your new text format
         3. Select any filters you’d like to use. Select NONE if you want no restrictions.
         4. Click “Save configuration”
         5. Back on the general Text Formats page overview, you can drag and re-order the text formats. The one on top, will be the one that always shows up first when going to create/work/edit a text area.